



## Let's talk about work



Easy English



## Hard words

This book has some hard words.

The first time we write a hard word

- the word is in **blue**
- we write what the hard word means.

## You can get help with this book



You can get someone to help you

- read this book
- know what this book is about
- write in this book
- find more information.



## About this book



This book is about the **National Disability Insurance Scheme** or NDIS.



The NDIS helps people under 65 with a **permanent** and **significant** disability.

Permanent means the disability will **not** go away.

Significant means the disability affects how people live every day.

When you see **we** it means the NDIS.



People with an NDIS plan will get

- supports

and

- services they need.



This book is about **employment** or work.

Employment means you are paid to do a job.



This book will help you

- talk to us about your plans to work
- set goals for work
- find providers who can help you get a job.



You should bring this book to meetings with

- the NDIS
- your **Local Area Coordinator** or LAC.



Your LAC can help you

- understand the NDIS
- make your NDIS plan happen
- plan next steps for work
- get new skills.



## How can we help you with jobs?

We want to help more people with disability to get jobs.



To help people with disability get jobs we might

- give money in an NDIS plan
- give information.

For example, we can tell you about

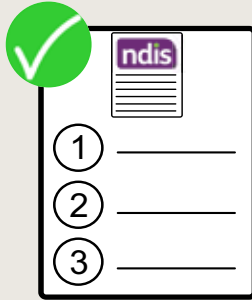
- community programs
- **disability employment services**
- ways to **volunteer**.

Disability employment services are government supports to help people with disability

- find a job
- keep a job.



Volunteer means you give your time to help people but are **not** paid money.



## What supports might be in your plan?

We can pay for employment supports that are **reasonable** and **necessary**.

Reasonable is something that is fair.

Necessary is something you **must** have.



We might give employment supports to

- school leavers
- people who work in an **Australian Disability Enterprise**.

An Australian Disability Enterprise is a place for people with disability to learn skills for work.

We might pay for assessment or counselling to help with employment.

We might pay for supports to

- travel to work
- learn skills for work.

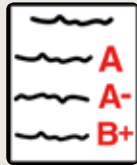


## What should you bring to an NDIS meeting?

When you meet your LAC or NDIS planner to talk about work, bring



- this book

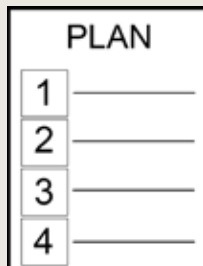


- reports from school

- letters or information about your other jobs.

Examples of information about other jobs might be

- reports about work experience



- **career transition plans**

- **discovery records.**

Career transition plans are documents from your school to help you get ready for a job.

Discovery records are documents that say what jobs you might like.



## Your employment right now

Answer the questions on this page if you work or volunteer right now.

How many days a week do you work or volunteer?

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Are you paid to work?

yes

no

Would you like more work?

yes

no

How often do you have a support worker with you?

all the time

sometimes

not at all





Answer the questions on this page if

- you do **not** work or volunteer right now
- you are ready to look for a job or volunteer.

What work or volunteering would you like to do?

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Are you happy to volunteer before you get a paid job?

yes

no

Does someone help you look for jobs at the moment?

For example

- family
- a friend
- disability employment service.

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## Work experience

What work skills or experience do you have?

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When did you finish high school?

For example, year 12.

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Did you do any courses after high school?

If yes, what courses did you do?

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Do you have any **qualifications**?

Qualifications are documents that say you have special skills from a course outside school.

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## What are you good at?

Write the things you are good at.

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What do you like to do?

For example

- sports
- social activities.

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## What makes it hard to get a job?

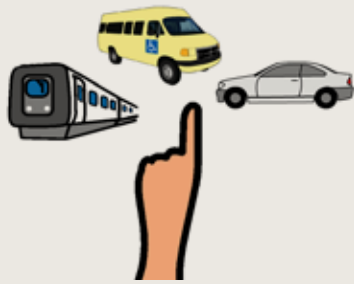
You might **not** think you can get a job.

You might think it is too hard to find a support worker to help at work.

If you have **not** tried to get a job before, tell us why.

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## Transport

How do you like to get places?

car

public transport

other

Can you drive a car?

yes

no

Can you use public transport?

yes

no

Do you need supports to use public transport in a safe way?

For example, you might need someone to teach you to catch the bus.

yes

no



## Money

Who helps you with money?

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Do you have goals to save money?

If yes, what are your goals?

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## Your goals

We want to help you reach your goals.

A person might have a goal to

- get a part time job by the end of the year
- do volunteer work with animals
- change jobs
- work more hours.

What are your goals for work?

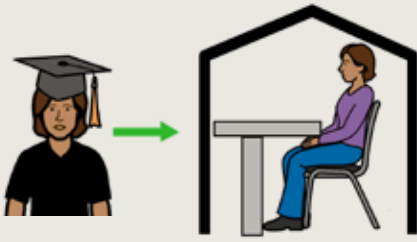
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Write how we can help you with your goals.

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## School Leaver Employment Supports

**School Leaver Employment Supports** or SLES can help you get skills for work.

If you just finished school, SLES can help pay for you to look for work.

SLES might help someone learn how to

- handle money
- manage time
- communicate
- follow instructions.

SLES can pay for more

- work experience
- **discovery activities.**

Discovery activities help people plan for jobs.



## Employment providers

You can choose an **employment provider** once you have an NDIS plan.

Employment providers help people with disability find jobs.



The NDIS website can help you find a provider.

To see if providers are right for you, ask questions such as

- what supports can you give?
- do you give individual or group support?
- what qualifications do your staff have?
- can I choose where I do work experience?
- how many people have you helped to get a job?
- do people keep the jobs you help them get?



## Notes

## Notes



## More information



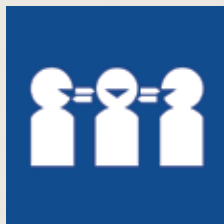
Go to our website

[www.ndis.gov.au](http://www.ndis.gov.au)



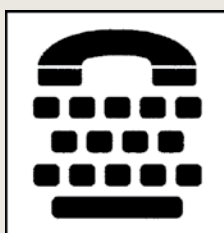
Call 1800 800 110

Monday to Friday



## Telephone Interpreting Service

131 450



## TTY users

133 677 then ask for 1800 800 110



## National Relay Service

Speak and listen users

1300 555 727 then ask for 1800 800 110

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